



California Trails Conference Foundation

PO Box 1667, Big Bear Lake, CA 92315

(530) 665-8090

www.CaTrailsConference.org

Job Announcement

Development and Fiscal Director

President

Maryanne Vancio

**Secretary/
Treasurer**

Ron Krueper

Board Members

Cathy Haagen-Smit

Clay Phillips

Garrett Villanueva

**Development & Fiscal
Director****Emeritus Board Member**

Dave Gould

Dick Troy

John Kolb

Advisory Council

Beth Boyst

Bob Kingman

Kurt Loheit

Hayden Sohm

Carl Somers

Victoria Touchstone

Jim Townsend

Jeff Weinstein

The California Trails Conference Foundation is seeking a Development and Fiscal Director to oversee fundraising activities, non-profit business activities and work with California State Park staff to produce the annual California Trails & Greenways event. Reporting to the Board of Directors, the successful candidate will have proven fund raising and sponsorship experience and strong nonprofit fiscal management skills, familiarity with environmental and/or trail-related nonprofits as well as public agencies, leadership abilities, a high degree of initiative, strong interpersonal skills and the ability to work well with others.

This is a part-time independent contractor position that currently requires about 600 hours/year. Schedule is negotiable but requires increasingly more time as the spring event approaches, then fewer hours in the months following. Compensation is negotiable based on qualifications, experience and the ability to grow the organization and the event over time.

APPLICATION DEADLINE: Nov 15, 2019

To apply, send your cover letter and resume in PDF format to info@catrailsconference.org. Questions also welcome at this email address.

Interviews for selected candidates to be held in Sacramento in December 2019.

About the Foundation

Established in 1995, the California Trails Conference Foundation is a California based 501(c)(3) organization. The mission is to inspire recreational leadership and to provide financial support and services necessary to aid in conducting the California Trails and Greenways event. California Trails & Greenways 2020 will be the 35th annual 3-day gathering that provides learning and networking opportunities for professionals and volunteers involved in all aspects of urban, rural and wild land trails. Annual attendance has grown to more than 350 participants that include trail professionals, agency representatives, advocates and volunteers. For more information, visit: www.catrailsconference.org and <http://www.parks.ca.gov/trailsandgreenways>

(Continued on Page 2)

Development and Fiscal Director Responsibilities

- Fundraising: In cooperation with the Board and State Parks Staff, develop a plan to increase and maintain Foundation financial assets including, but not limited to, sponsorships, exhibitors, and donors. The 2020 fund raising goal of \$60,000 is required. Reoccurring annual sponsorships/donors currently exist.
- Foundation Business: Prepare annual budget, deposit funds, pay invoices, maintain records, provide financial reports and tax filings, and keep the Board informed as appropriate. Assist with scheduling and organizing regular and special board meetings.
- Communications: Establish and maintain a dedicated U.S. Postal Service office box, telephone service with voice message, email, webpage and social media services for Foundation and event activities. Respond in a timely manner to all communication.
- Event Planning: In a supportive role with assigned State Park staff, produce the annual California Trails & Greenways event.

Qualifications

REQUIRED:

- Strong fundraising skills that includes long-term partnership and sponsorship development
- Proven nonprofit financial management skills
- Skilled with QuickBooks and/or other standard word processing and accounting software
- Proven nonprofit management and leadership
- Ability to effectively plan, organize, communicate and work cooperatively with others
- Ability to use, update and maintain social media as a fundraising and marketing tool
- Demonstrated ability to write clearly and persuasively
- Ability to work from home, to travel in California for meetings and to attend the annual California Trails & Greenways event.

In addition to the above, the following traits are HIGHLY DESIRABLE:

- Desire to provide high quality service to partners, donors and volunteers
- A supportive and sincere, "can-do," demeanor
- Flexible, graciously persistent and attentive to detail
- A high degree of initiative
- Experience working as a trail advocate, volunteer, professional and/or trails program manager. Knowledge of the trails community/industry
- Proven success in building support for a cause
- Experience working with California's environmental nonprofits, outdoor retail industries, agencies, educational institutions, volunteers and other professionals
- California resident